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STATEWIDE INFORMATION SECURITY AND PRIVACY OFFICE (SISPO)
INCIDENT REPORT AND RESPONSE SYSTEM
AUTHORIZED USER AGREEMENT

The Incident Report and Response system (IRR) is designated by SISPO for the collection, analysis and remediation of state government information security and privacy incidents in compliance with ARS 41-3507. ARS 41-3507 requires all executive agencies to report information security and privacy related incidents to SISPO. Other agencies may voluntarily use the system through written agreement with SISPO and the requesting agency's chief executive officer, as approved by the State Chief Information Officer.

An incident is the use or access to personal identifying or other confidential information collected, used, maintained, redisclosed or disposed of by a state agency and not authorized by state or federal law, regulation, policy, standard or procedure.

All information contained in the system is confidential and non-public with restricted access pursuant to ARS 41-3504(D) (see page 2). All IRR users must agree to the following rights and responsibilities for the benefit and protection of citizen, employee and agency information:

1. An agency's information security officer, privacy officer or HIPAA compliance officer shall be the **Primary Users** of the system. Please contact SISPO for approval of other agency users.

2. Only users granted rights by SISPO shall access IRR and enter data. Users shall not share system access ID or password for any purpose. All users must be employees of the State.

3. The Chief Executive Officer or representative must promptly notify SISPO at (602) 364-4483 or by email when a Primary User or other SISPO authorized user no longer works in a position authorized to access the IRR. Failure by the agency to notify SISPO is a violation of this agreement.

4. All users are responsible for reporting any reasonably suspected or actual unauthorized use or access of the IRR including but not limited to a violation of law, policy, procedure, standard or any deceptive, fraudulent, illegal or other state-defined prohibited activity.

5. SISPO reserves the right to monitor any and all users and uses of the IRR. SISPO, at its discretion, may suspend or terminate a user for suspected violation of this agreement.

☐ I agree to abide by the IRR Authorized User Agreement (please complete and retain a copy):

Print Name of Authorized Agency User	**Agency** ☐ **Info. Security Officer** ☐ **Privacy Officer** ☐ **HIPAA Privacy Officer**	**Agency User Email Address**
Signature of Authorized Agency User	**Position Title**	**Date**
Print Name of User's Supervisor	**Position Title**	**Signature / Date**
SISPO Officer	**Signature/Acknowledgement**	**Date**